

ANNEXATION APPLICATION AND CHECKLIST

Annexations are authorized by resolution by City Council. After authorization of the resolution the Planning and Zoning Department must conduct a study and service plan to determine viability of proposed annexation. Only City Council has the authority to approve annexations. Two public hearings are required for annexation.

Applicant/Developer: _____

Contact: _____

Address: _____

Telephone: _____

E-mail: _____

Property Information:

Property Address: _____

Legal Address: _____

Total acres: _____

Current Land Use: _____

Proposed Land Use: _____

County: _____

Owner Information:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Submission of the formal annexation application must include the documents noted below:

- ☐ Letter of request signed by all of the property owner(s) and bearing original signatures
- ☐ Survey of the area requested to be annexed prepared by a Registered Professional Land Surveyor
- ☐ Boundary description in the form of metes and bounds of the total area to be annexed

FOR OFFICE USE ONLY

DATE RECEIVED: _____

ENTERED BY: _____